

SAMPLE

Date

Complainant Name
Address

RE: Case Number/EEOC #
Case Name

Dear

This letter is to notify you that the original basis for closure on the above-referenced case of discrimination has been rescinded. Instead of being closed on the basis of _____, the official Department record will reflect that your case has been closed **because the investigation was unable to conclude that the information obtained established a violation of the statute**. This action is being taken because _____.

The effective date of closure will remain the date of the original letter, [date], and the right-to-sue information included in that letter remains unchanged. If you have any questions, please feel free to call.

Sincerely,

District Administrator

cc: Same as original closure letter
EEOC